

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires 1 September 1963 *United*

RECORDS AND CORRESPONDENCE

25X1A

3 June 1963

REPORTING OF CONVERSATIONS

1. Attention is directed to [redacted] which specifies that Form No. 1132, Memorandum of Conversation, is to be used for reporting conversations of Agency officials with persons outside the Agency, particularly those which may determine or affect policy or which a responsible official determines should be brought to the attention of the Director or the Deputy Director. The only exceptions to this paragraph are when the conversations are made part of the minutes of meetings or are reported in an established intelligence information report.

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2. All officials are reminded of the requirement to record these conversations and promptly distribute the Form No. 1132 to the appropriate Deputies and the Director's office.

3. In order to ensure that the Director's office is promptly informed on matters with which the Director may become concerned, it is requested that in addition to the full Memorandum of Conversation required in [redacted] a three-sentence summary be prepared and dispatched to the Director's office immediately after the meeting or conversation. If for any reason the official participating in the meeting is not returning to his office immediately, it is requested that he telephone the summary to his office so that it can be dispatched immediately to the Director's office.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. White  
Deputy Director  
(Support)

DISTRIBUTION: AB

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1  
Excluded from  
downgrading and  
declassification

*Let die*  
*7/18/63*

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